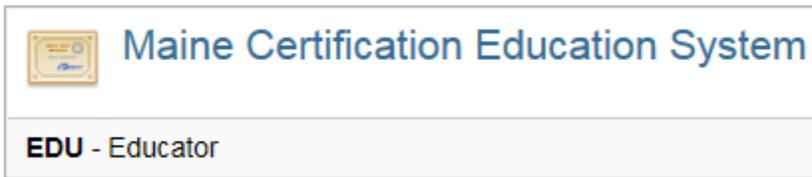




Maine Educator Information System (MEIS)

How to submit my renewal application

- 1.) Log in to your new account. If you don't yet have an account, please refer to the document entitled "How to Create an Account".
- 2.) Your landing page will contain this box:



- 3.) Click on "EDU - Educator".
- 4.) The next screen will be regarding FERPA. You will need to answer the questions in your account, but can also select "I agree."
- 5.) The next screen will look like this:

The screenshot shows a two-column layout. The left column has a light blue background with a "Welcome to Maine's new online certification system!" message. The right column has a yellow background with the heading "Attention Educators! Key Items to Know" and a numbered list of five points. At the bottom of the right column is a link for "Frequently Asked Questions and a Tutorial". Below the main content are two buttons: "View Your Credentials Here" and "Renew Your Credentials Here".

Welcome to Maine's new online certification system!
The Department of Education is happy to release the new online education portal to educators and look forward to receiving your renewal applications. If your certificate/authorization expires on 7/1/2018, please know that we just need to receive your complete online renewal application prior to that date. Your effective date for your new certificate/authorization will be the date your complete application was received.

Attention Educators!
Key Items to Know

1. If you are employed in a school district in Maine, please contact your certification chairperson to ensure you have been recommended for renewal.
2. No additional documentation will be needed if you are renewing a provisional or professional certificate and have been recommended by your district chairperson. However, if you are renewing any other certificate or do not work in a Maine school district please ensure you have your documents ready to upload in PDF format.
3. There are 15 steps in the renewal process. However, steps may be skipped depending on your renewal pathway.
4. Give yourself enough time to complete the process in one sitting. The application process will not save and you will need to start over if you exit the application.
5. To begin the renewal process, please select the link below.

[Click here for Frequently Asked Questions and a Tutorial](#)

View Your Credentials Here
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

Renew Your Credentials Here
[Click here to renew your Maine educator credentials.](#) Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.

Please be sure read all instructions prior to beginning your renewal application. Once ready, please select "Renew Your Credentials Here".



Maine Educator Information System (MEIS)

- 6.) This online application is customized to your current file and the next screen will list all credentials that are eligible for renewal. To proceed click “Renew Endorsements”.

Endorsements Eligible for Renewal				
Certificate	Endorsement	Status	Issue Date	Expire Date
PROVISIONAL	Early Elementary (K-3)	I	7/1/2017	7/1/2018

[Renew Endorsements](#)

- 7.) There are 15 steps to the renewal application, but many of them are incredibly simple and if you do not need to upload documents many of the steps will be skipped. Step 1 explains all the steps and what you can expect. Please take the time to read this, as it will explain which steps will be skipped. For the purposes of this document, we will include instructions for every step.

Renew Educator License - Step 1 of 15

Welcome to the automated online renewal application

Ed Tech renewal requirements - 45 contact hours or 3 semester hours
 Professional Teaching Certificate requirements - 90 contact hours or 6 semester hours
 For other certificates, please see Chapter 115 Part II for specific renewal requirements

These are the steps in the Maine educator certificate renewal process:

1. Read the instructions on this page.
2. Verify your information.
3. Verify your address.
4. Verify and complete your contact information.
5. Please answer background questions and select the check box to confirm.
6. This step will appear if you have one or more renewal endorsements not requiring documentation. If your renewal requires documentation, you will not see Step 6.
7. This step will appear if you have one or more renewal endorsements requiring documentation. If it does not require documentation, you will skip Steps 7, 10, 11, & 12.
8. In this step, you can select to align your endorsements to they have one expiration date. (If they are all 5 year professional certificates)
9. This step reviews associated fees and shows you the total amount due for the renewals you selected.
10. Please upload any required transcripts. (Must be official) (PDF documents only)
11. Please upload any required Praxis test score reports. (PDF documents only)
12. Please upload any additional required documentation. (PDF documents only)
13. Please enter credit or debit card information. Pre-paid credit cards often found at retailers will be accepted. Please note online application fees are not refundable.
14. This is your confirmation screen. Please check that all information is accurate.
15. Confirmation and next steps.

Click the Next button when you have all your required documentation scanned and ready for the application process.

[Cancel](#) [Next](#)



Maine Educator Information System (MEIS)

8.) Step 2 – Verify information.

Renew Educator License - Step 2 of 15	
NEO Staff ID:	<input type="text"/>
SSN:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Former Name:	<input type="text"/>
Suffix:	<input type="text"/>
Gender:	<input type="text" value="Female"/>
Birth Date:	<input type="text" value="09/16/1966"/> MM/DD/YYYY
Ethnicity:	<input type="text" value="OTHER"/>
Cancel <input type="button" value="Previous Step"/> <input type="button" value="Next"/>	

9.) Step 3 – Verify address.

Renew Educator License - Step 3 of 15	
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Country Code:	<input type="text" value="United States"/>
State Code:	<input type="text" value="Maine"/>
Zip Code:	<input type="text"/>
Zip Plus4:	<input type="text"/>
Cancel <input type="button" value="Previous Step"/> <input type="button" value="Next"/>	



Maine Educator Information System (MEIS)

10.) Step 4 – Verify contact information.

Renew Educator License - Step 4 of 15

Home Phone: () -

Cell Phone: () -

Email Address:

Website:

[Cancel](#) [Previous Step](#) [Next](#)

11.) Step 5 – Complete background questions.

Renew Educator License - Step 5 of 15

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1.) Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it?
<input type="radio"/>	<input type="radio"/>	2.) Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
<input type="radio"/>	<input type="radio"/>	3.) Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's)
<input type="radio"/>	<input type="radio"/>	4.) Have you ever been substantiated by any states health and human services department for child abuse, either sexual or physical?
<input type="radio"/>	<input type="radio"/>	5.) Are you required to register as a sex offender in any state?
<input type="radio"/>	<input type="radio"/>	6.) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?
<input type="radio"/>	<input type="radio"/>	7.) Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward?

Click the check box to confirm and agree to the following statements.

I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if in the future the answers to any of these questions change.

[Cancel](#) [Previous Step](#) [Next](#)

12.) Step 6 and Step 7 – Step 6 will list any credentials to renew that do not require documentation and Step 7 will list any credentials that do require documentation. In either of these steps, check the box for the credentials you would like to renew.



Maine Educator Information System (MEIS)

Renew Educator License - Step 7 of 15

Endorsements that Require Additional Documentation

The endorsement(s) displayed below are eligible to renew but will require additional documentation as part of this renewal process. **You should not continue this renewal wizard unless you have this documentation prepared and ready for upload in Adobe PDF format.**

Please click the check box next to each endorsement you would like to renew and then press the <Next> button.

Include	Area	Grade	Expire Date
<input type="checkbox"/>	Early Elementary (K-3)	GRADES K-3	7/1/2018

Click the Next button to continue the renewal process.

[Cancel](#) [Previous Step](#) [Next](#)

13.) Step 8 – This step will show for you if you have additional endorsements that expire in the future. On this step, you will have the opportunity to align the expiration dates of future renewals. Note that renewal fees do apply on future renewals.

14.) Step 9 – This step reviews the credentials selected and the associated renewal fees.

Renew Educator License - Step 9 of 15

Endorsement Renewal Fee Review

You have selected the endorsements below for renewal and/or alignment. This screen shows a summary of your renewal fees. You may adjust your renewal choices made in previous steps of this wizard by selecting or deselecting the checkbox next to each endorsement.

Please note the following status descriptions and what they mean:

Renewing - Recommendation On File: This means you have been recommended for this area or you have been recommended for a different area and are not working in this endorsement area.

Renewing - Supporting Documentation Needed: This means you do not have a recommendation for this endorsement area and are renewing directly through the Maine Department of Education. When renewing with the Maine DOE all supporting renewal documentation needs to be uploaded as part of this renewal process. The screens to upload documents will follow this renewal fee review step.

Aligning: This means you have chosen to align an endorsement renewing in the future with the other renewing endorsements shown in the list of endorsements.

Please note the following renewal fees (keeping in mind that aligning endorsements requires their renewal fee be paid as well).

Administrator Endorsements: \$200 Each
 Education Specialist Endorsements: \$100 Each
 Teacher Endorsements: \$100 For All
 Education Technician Endorsements: \$25 For All

Please use the check box next to each endorsement to adjust your renewal choices and then press the <Next> button.

Include	Endorsement	Grade	Class	ExpireDate	Status	Amount
<input checked="" type="checkbox"/>	Early Elementary (K-3)	GRADES K-3	Teacher Certificate	7/1/2018	Renewing - Supporting Documentation Needed	100

Total Renewal Amount: **\$100**

[Cancel](#) [Previous Step](#) [Next](#)



Maine Educator Information System (MEIS)

15.) Step 10 – Upload Missing Transcripts.

Renew Educator License - Step 10 of 15

Upload Missing Transcripts

If your application requires supporting documentation and some of your evidence is in the form of college transcripts, you should upload them now.

Only transcripts that have been uploaded via this new educator portal will appear in the list below. Transcripts submitted previously may be on file, but will not display below. Uploaded forms must be provided in Adobe Portable Document Format (PDF). Please include the transcript key which is usually located on the reverse side of transcripts.

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or other identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education
 Certification Office
 23 State House Station
 Augusta, ME 04333-0023

Document	Description	Page Count	Create Info
No Results To Display			

Upload Official Transcript Details

If all your transcripts are not shown above then you can scan the missing transcripts to a PDF document and upload them below. Please select the Browse button and then select your scanned official transcripts. Then click the Upload Official Transcripts button to upload them to your official record.

*

Once you have uploaded all documents click on the Next button.

16.) Step 11 – Upload required Praxis test score reports.

Renew Educator License - Step 11 of 15

Upload Required Test Results

You may now upload any test results for passed tests that are not displayed below. Uploaded forms must be provided in Adobe Portable Document Format (PDF).

If tests are not required for your requested certificate or service, please click next to continue.

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or other identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education
 Certification Office
 23 State House Station
 Augusta, ME 04333-0023

Test Description	Source	Imported	Test Date	Pass/Fail
Education of Young Children - 0021 (Old Active)	ME	Yes	6/13/2009	Yes
Education of Young Children - 0021 (Old Active)	ME	Yes	6/13/2009	Yes

Document	Description	Page Count	Create Info
No Results To Display			

Upload Test Result Details

If you currently have passing test results that are not displayed in either of the above sections, please scan a PDF photocopy. Select the Browse button, and select your scanned PDF document. Click the Upload Test Result button to upload it to your official record.

*

Once you have uploaded all documents click on the Next button.



Maine Educator Information System (MEIS)

17.) Step 12 - Upload any additional required information.

Renew Educator License - Step 12 of 15

You have answered Yes to at least one background question. You MUST submit an explanation of each incident along with all available material relating to each incident (to include all court documentation if applicable). Scan all this material into an Adobe PDF and upload it below as part of your application.

Upload Additional Documentation

You may now upload additional documentation that may be required for your application. Uploaded forms must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or toher identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education
Certification Office
23 State House Station
Augusta, ME 04333-0023

Your Previously Scanned and Uploaded Documents

Document	Description	Page Count	Create Info
No Results To Display			

Upload Additional Document Details

To upload any missing additional required documentation please select the type of document that you are uploading. After selecting the document type, please select the Browse button and then select your scanned PDF file. After selecting your file click the Upload Additional Documents button to upload it to your official record.

Document Type:

Once you have uploaded all documents click on the Next button.

18.) Step 13 - Input credit/debit card information.

Renew Educator License - Step 13 of 15

ID:

Credit Card Number:

Expiration Date: (Example: 08/2025)

Verification Code:

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

First Name on Credit Card:

Last Name on Credit Card:

Credit Card Address:

Credit Card City:

Credit Card Zip:

Total Application Fee: \$100.00

19.) Step 14 - Verify all information on screen is correct before submitting.

20.) Step 15 - Confirmation and explanation of next steps.